

## Next Buyer Audit Documents List

1. Wage, OT, Time Records- last 1 year (with additional overtime record)
2. Attendance Record of workers with In-out time.
3. Copy of Pay Slips
4. Master List of Employees
5. Approved Working Hour Schedule
6. Factory License
7. Fire License
8. Group Insurance
9. Boiler License
10. Boiler Operator License
11. Electrician's License
12. Water Test Report
13. Approved Building Plan
14. Fire Training Record & Certificate
15. First Aid Training & Certificate
16. Monthly Fire Drill Record with head count
17. Pollution Consent
18. On Call Hospital Contact
19. Minor Injury Analysis
20. Risk Assessment
21. Noise/ Air quality Certificate
22. Medical Exam for employees- Boiler Operators, Generator Operator, Chemical Operators, Chef, etc.
23. Performance Appraisal of workers
24. Absent counseling record.
25. Policies developed & posted at board (i.e. Wastage Disposal Policy, Grievance & Disciplinary Policy, Smoking Policy)
26. Machine/ Electric Maintenance Record & Register
27. Updated Leave Register
28. Doctor/ Nurse Personal File
29. WWC/ WPC Register
30. Personnel Files (existing workers, left workers & terminated workers)
31. Left workers correspondence with final settlement record- for last 3 months
32. Resigned workers final settlement with earned leave encashment record- for last 3 months
33. Responsible person for Health & Safety for site.
34. List of Fire Fighting Team for factory & floor.
35. Induction training record with fire safety issues for all new workers.
36. Self Audit Report
37. Fire safety team for factory & each floor
38. Fire safety monthly meeting minutes & action plan
39. Total manpower with male & female
40. Total firefighting equipment list

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